

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Human Resource/Personnel Policy #1003

ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM

EFFECTIVE DATE: July 1, 2002

RELEASE DATE: July 1, 2002

REFERENCES: Rules of the State Personnel Board - Rule 18
DHR Human Resource/Personnel Leave Policies (1000 series)
DHR Human Resource/Personnel Policy #1702 - Leave and Payment for
Workers' Compensation and Special Injury Claims
Governor's Executive Order dated September 13, 1996 (Leave for
unclassified employees)

The Department of Human Resources provides a comprehensive leave program for eligible employees. Supervisors are responsible for managing leave in accordance with this policy.
The leave program is to be administered in the same manner for eligible classified and eligible unclassified employees.

(Section A)

**ABSENCES
FROM WORK**

1. All absences from work should be recorded as the following:
 - Annual Leave
 - Sick Leave
 - Personal Leave
 - Family and Medical Leave With Pay
(accrued leave is charged)
 - Family and Medical Leave Without Pay
 - Court Leave
 - Military Leave
 - Disaster Volunteer Leave
 - Blood Donation Leave
 - Organ Donation Leave
 - Bone Marrow Donation Leave
 - Voting Time
 - Special Injury Leave
 - Suspension With Pay
 - Suspension Without Pay
 - Authorized (Regular) Leave of Absence Without Pay
 - Contingent Leave of Absence Without Pay
 - Short-term/Other Leave Without Pay
2. Employees who are away from their regular worksite on official business are in work status and are not charged leave.

ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM (continued)

3. In all instances, employees must request and receive approval for absences from work and maintain communication with management, as required.
4. Employees must not be allowed to use annual or sick leave before such leave is earned.
5. Leave is to be charged for actual time of usage. Employees are to be charged only for the time they are absent and cannot be required to remain away from duty as a matter of convenience for charging leave. Employees cannot be required to work any part of a period for which leave or leave without pay is charged.
6. Employees who do not have leave accrued to cover a brief period of absence, but are otherwise authorized to be absent, are to be placed on Short-term approved leave without pay, up to a maximum of fifteen (15) calendar days.
7. Employees may be placed on Short-term unapproved leave without pay for the amount of time they are absent from work without supervisory approval, up to a maximum of fifteen (15) calendar days.
8. The processing of leave without pay actions should be discussed with the appropriate transactions center.

(Section B)
**FAMILY AND
MEDICAL
LEAVE**

In order for employees to receive pay while on family and medical leave, the absences must be charged to sick, annual or personal leave, as appropriate.

(Section C)
**MONITORING
ATTENDANCE**

The attendance and leave records of employees are to receive careful attention and review.

1. Employees should be encouraged to maintain reasonable leave balances to protect themselves against income loss due to accident or illness.
2. Employees who are frequently tardy or absent should be counseled and may be placed on attendance plans if determined appropriate. Additional absences should be closely monitored.
3. Employees who are tardy and/or absent without approval should not be allowed to use accrued leave or be placed in an authorized leave without pay status.

ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM (continued)

4. Employees whose attendance is not acceptable should not be recommended for performance based salary increases. Such employees are subject to disciplinary action up to and including separation from employment.

(Section D)

MAINTENANCE OF RECORDS

1. Each DHR organizational unit must designate an employee to maintain the official departmental leave records of employees in that unit.
2. Under no circumstances should designated employees maintain their own official leave records.

(Section E)

WORKERS' COMPENSATION ABSENCES

1. If employees are absent due to workers' compensation claims, employees have the option of:
 - 1.1 using some or all of their accrued FLSA compensatory time, sick, annual or personal leave; or,
 - 1.2 receiving workers' compensation payments for lost salary during the period of disability.
2. Employees must provide written notification of the selected option by using the *SELECTION OF PAYMENT OPTION* Form. This form is available in the HR/Personnel Forms section of the OHRMD Internet web site:
www2.state.ga.us/departments/dhr/ohrmd/Forms/PersonnelForms.html
3. Employees who choose to receive workers' compensation payments for lost salary will be placed on leave without pay. Employees cannot receive workers' compensation payments and regular salary (i.e., use of accrued FLSA compensatory time or leave) at the same time.
4. Absences due to a workers' compensation claim which qualifies as a serious health condition will be charged to family and medical leave with and/or without pay if available and as determined appropriate.

(Section F)

SHORT-TERM/ LONG-TERM DISABILITY PAYMENTS

- Employees who carry Short-term Disability and/or Long-term Disability Insurance through the Flexible Benefits Program may be eligible for weekly payments after they have met the qualifying period.
1. Employees cannot receive disability payments for time they are at work or on duty or while on sick leave.

ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM (continued)

2. Employees must choose to use annual or personal leave **or** request to be placed on leave without pay in order to receive Short-term or Long-term Disability Insurance payments.

(Section G) **TRANSFER OF LEAVE**

When employees transfer between positions entitled to earn leave without a break in service, annual, sick and personal leave balances and forfeited leave transfer with the employees.

1. DHR will accept leave balances transferred from other state agencies, authorities, Community Service Boards, County Boards of Health, and the Board of Regents.
2. If leave is accrued at a different rate with the previous employer, the employee will not be given credit for more leave than the employee could have earned if continuously employed with DHR.

(Section H) **LUMP SUM PAYMENT FOR ANNUAL LEAVE**

Employees, who are granted a leave of absence without pay for at least thirty (30) calendar days, may be paid in lump sum for all accrued and unused annual leave that has not been forfeited, up to a maximum of 360 hours.

(Section I) **BREAK IN SERVICE**

1. Upon a break in service, employees are paid for up to 360 hours of accrued and unused annual leave. Sick leave and personal leave balances are lost. Forfeited leave balances are also lost, but may be used for retirement credit purposes if employees later return to State government.
2. A "break in service" is at least one work day that an employee is not in employment status and does not receive pay. Leaves of absence without pay and suspensions are not considered breaks in service.

For additional information or assistance, please contact the Office of Human Resource Management and Development - Operations and Benefits Section at 404/656-4588 or Employee Relations Section at 404/656-5796.
